

# SAMPLE AGENDA

**Title: All Staff Meeting**

**Date: January 1, 2018**

**Time: 9:00am – 2:00pm**

**Place: Main Conference Room**

9:00am Meeting Begins

If breakfast is offered, list all the items that will be provided. Include healthy items such as fresh fruits, fresh vegetables, water, infused water, and low-calorie drinks including juices, lean proteins, and healthy fats such as avocados or nuts.

9:00am – 10:30am Discuss Grant Application

10:30am – 10:45am Physical Activity Break

Encourage staff to stand or move around during the meeting, in addition to, offering a scheduled physical activity break. During the break, encourage staff to walk, stretch, or simply move around. Other options include organizing a group activity such as walking as a group at a nearby trail, walking on the sidewalk around your building, or have an individual lead the group in stretching or moving in place exercises.

10:45am – 12:00pm Narrative of Grant Application

12:00pm – 12:30pm Lunch Break

If lunch is offered, list all of the items that will be provided. Include healthy items such as salads, fresh vegetables, whole grain breads or wraps, lean proteins, healthy fats such as avocados or nuts, foods low in sodium, and condiments such as mustard, ketchup, or low-fat/fat-free salad dressing on the side.

12:30pm – 2:00pm Budget of Grant Application

2:00pm Meeting Concludes

Acknowledgement of Support

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